

Staffing Guide

Position Description			Project Manager (Limited Tenure Position)		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation _____ • Occupancy Rate _____ • Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> • Staff Supervised _____ • Facility Layout _____ • Facility Size _____ x _____ — 	<ul style="list-style-type: none"> • Facility Age _____ • DPW Support _____ x _____ • _____ _____ — 		
Workload/Staffing Comments: Prepares/Monitors the CPMC and 5 year Plan for the hotel. Coordinates/tracks the execution of the current year plans.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	Not Authorized	* 1 (NF-4)	* 1 (NF-4)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes * This is a Limited Tenure Position related to special projects (project management functions for major NAF construction or renovation projects or multiple minor construction and/or renovation projects where no DA or DPW project management support is provided. Level of DPW or IMWRF support will determine the requirement for this position.					